

From: Jennings, Jannine
Sent: Thursday, February 13, 2014 11:23 AM
To: Kelly Wright
Cc: Rochlin, Kevin; Sheldrake, Beth
Subject: EMF Cooperative Agreements -- need for discussion on budget details
Attachments: R10 grant guidance updated.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Kelly

- A. Upon review of your EMF Cooperative Agreement applications, the grants office has asked Kevin and I some questions for which we'll need to supply a response. The good thing is that we can likely meet their request by talking to you and us supplying them the information in an email (i.e. you likely don't have to submit anything further – with the exception of the equipment justification already discussed). However, **to move the application forward, we need to set up a call with you.**

Following are start times that work for Kevin and myself. (times are in Idaho time)

Today, Thursday Feb 13 -- 12:30, 3:00-4:30

Tuesday Feb 18 -- 10:00 -12:00, 3:00-4:30

Wednesday Feb 19 -- 10:00 – 1:30, 3:30-4:30

Please let us know what time will work for you.

The sooner we can schedule the call, the sooner we can provide the requested info to the grants office and they can proceed with processing your award.

- B. During the call we would like to confirm the following information:

1. The staff being funded by the award(s) and their rate of pay.
2. The functions of the contractor to be funded by the award.
3. The Fringe rate (%) used to calculate fringe benefits
4. Expected travel to be funded by award.
5. The type of supplies expected to be purchased under “supplies” (e.g. office supplies)
6. Indirect charge rate (%) used to calculate budget
7. Method used to calculate amount for light refreshments (e.g. last year's expense)

- C. As noted previously, to fund equipment, additional information will need to be provided. We will need to understand how the cost was derived, why it is more economical to purchase rather than lease, and with whom the expenses will be shared (specifically identifying other EPA grants that will share in the expense).

- D. We have also been informed that our grant regulations include several limitations that apply to contractual costs eligible for reimbursement under an award agreement. The following standard condition is likely to be included in your award (highlight added):

21. Payment to Consultants

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR Parts 30 or 31, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 30.27(b) or 40 CFR 31.36(j), as applicable, for additional information.

As of January 1, 2014, the limit is \$602.24 per day \$75.28 per hour.

NOTE: For future years' limits, the recipient may find the annual salary for Level IV of the Executive Schedule on the following Internet site: <http://www.opm.gov/oca>. Select "Salary and Wages", and select "Rates of Pay for the Executive Schedule". The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

I note that an hourly rate for your contractor identified as \$87.50. As this is in excess of the amount identified in the condition above, reimbursement could be limited unless additional documentation is provided that indicates the salary rate charged by the contractor is not more than the amount noted.

I look forward to your response as to when we can talk so that we can keep the agreement moving forward. Thank you, in advance, for your assistance with documenting the details requested by our grants office.

Jannine

Jannine Jennings

EPA Remedial Project Manager

206-553-2724

jennings.jannine@epa.gov



Region 10 Grants Management Guidance

Section 1: Quick Guide for Assistance Recipients

Forms	Where to Find Them	When to Send Them	Where to Send Them
Required Application Forms Note: any organization may apply for an EPA through Grants.gov. Some EPA programs require the use of it. Please be aware of the requirements.	Application Kit http://www.grants.gov	<ul style="list-style-type: none"> When applying for a new assistance agreement; When applying for additional funding for an existing agreement. Please submit at least 60 days before the desired project start date. Also: refer to program specific deadlines.	U. S. EPA, Region 10 Grants Administration Unit, OMP-145 1200 Sixth Avenue, Suite 900, Seattle, Washington 98101 Or apply through: http://www.grants.gov
Federal Financial Report (FFR)	Financial Reporting Forms	Due 90 days after the expiration of your assistance agreement.	US EPA, LVFC, 4220 South Maryland Pkwy, Bldg. C, Room 503 Las Vegas, NV 89119 Or electronically via email to lvfc-grants@epa.gov Or FAX to: 702-798-2423
Small and Disadvantaged Business Utilization Report (MBE/WBE)	EPA's DBE Program Office's Website.	Due semi-annually or annually. Consult the terms and conditions of your assistance agreement.	Greg Luchey US EPA, Region 10 1200 Sixth Avenue, Suite 900 Mail Code: OMP-145 Seattle, WA 98101 Or FAX to: (206) 553- 4957.

Other Useful Information

Where to Submit Performance Reports and Other Material Required by Your Grant Program	Contact the EPA Project Officer for your grant.
How to Access Grant Funds	http://www.epa.gov/ocfo/finservices/grants.htm



Region 10 Grants Management Guidance

Where to Find OMB Circulars	http://www.whitehouse.gov/omb/grants_circulars
Where to Research Suspended and Debarred Entities (Excluded Parties List)	https://www.epls.gov
Where to Find the Code of Federal Regulations (CFR) On-Line	E-CFR (Go to "Title 40" for EPA Regulations)
Where to Find Information on Federal Grant Programs	Catalog of Federal Domestic Assistance
EPA's Grants Website (Includes links to information on grants programs and Recovery Act requirements.	http://www.epa.gov/ogd



Region 10 Grants Management Guidance

Section 2: Applying for a Grant in Region 10

Please be aware of the requirements and obligations that come with an award of EPA funds.

An assistance agreement is a legally binding document. When you sign your agreement, you are agreeing to observe and adhere to all regulations, terms and conditions governing your agreement. In addition to performing the work covered by your grant, you will be required to submit various reports and certifications on a regular schedule. You will be required to manage and administer your assistance agreement according to standards established by the applicable laws and regulations. Your compliance is expected and is subject to audit or review.

Every grant applicant and recipient should read and be familiar with the following:

If you are this type of Applicant:	These EPA regulations apply to your grant:	Which incorporate these Requirements:
State & Local Governments; Indian Tribes	40 CFR Part 31; 40 CFR Part 35 (for some grant programs)	Cost Principles: 2 CFR Part 225 (formerly OMB Circular A-87) Administrative Requirements: OMB Circular A-102 Audit Requirements: OMB Circular A-133
Non-Profit Organizations	40 CFR Part 30	Cost Principles: 2 CFR Part 230 (formerly OMB Circular A-122); Administrative Requirements: 2 CFR Part 215 (formerly OMB Circular A-110) Audit Requirements: OMB Circular A-133
Universities	40 CFR Part 30	Cost Principles: 2 CFR Part 220 (formerly OMB Circular A-21) Administrative Requirements: 2 CFR Part 215 (formerly OMB Circular A-110) Audit Requirements: OMB Circular A-133
On-Line Resources	Electronic CFR	OMB Circulars



Region 10 Grants Management Guidance

Required Application Forms

All required application forms are now available at <http://www.epa.gov/ogd/AppKit/application.htm>
Please use these versions and not old/expired versions.

Application for Federal Assistance (SF-424)	To apply for EPA assistance, this form must be filled out completely and accurately, according to the instructions provided with the form.
Budget Information (SF-424A)	This form is used to summarize all the financial information contained in the Detailed Budget for your project, and will constitute the financial portion of your assistance agreement. Please make sure this information accurately reflects the Detailed Budget. Please also double-check to see that all calculations are correct.
Assurances, Non-Construction Programs Form (SF-424B)	Required for new assistance agreement applications, unless included in a bundling package (see below). Not required for amendments to existing assistance agreements.
Pre-Award Compliance Review Form (EPA Form 4700-4)	Required for all assistance agreement applications, unless included in a bundling package (see below). Not required when amending an existing agreement.
Certification Regarding Lobbying	Required if the requested EPA funding is more than \$100,000, OR if your application is for additional funding for a current grant and the revised total EPA funding exceeds \$100,000. May be included in a bundling package (see below).
Disclosure of Lobbying Activities (SF-LLL)	Required IF EPA funding totals over \$100,000 AND your organization is or will be conducting lobbying activities.
Note: You are allowed to reproduce any of the above forms for use by your organization. You are not allowed to alter the form or revise its contents. Altered, revised or "home made" forms (including spreadsheets, etc,) will not be accepted by EPA Region 10.	
Key Contacts List (PDF) (1pg, 275K) – fillable form	This is an optional form, but it is very helpful for EPA staff. We prefer you use this form rather than the generic form listed on Web page above.



Region 10 Grants Management Guidance

Information About Forms Bundling

In order to reduce paperwork, applicants who receive multiple grants with EPA Region 10 may submit an annual assistance certification and assurance package, a process referred to as bundling. This allows one set of the following signed forms/certifications to fill the requirements for multiple applications.

- Assurances - Non-Construction Programs (SF424B)
- Pre-award Compliance Review Report (EPA Form 4700-4)
- Survey of Recipient's Management Systems (Optional Form)
- Certification Regarding Lobbying

You may take advantage of the bundling option, by using this [Sample Bundling Letter](#) (PDF, 2pp, 44kb) OR by providing a cover letter/memo with the signed forms/certifications that includes the following information:

- Which applications are covered (for example: "all environmental programs");
- The time frame the certifications and assurances are valid (not to exceed one year, for example: January 1, 2010 to December 31, 2010); and
- A statement that if any changes occur during the period, or the annual certification(s) does not apply to a particular assistance application, EPA will be notified immediately, and revised/updated form(s) will be provided.

Please remember that all other required forms not specified above **must** be submitted with each application package.

Additional Components of a Complete Application Package

<ul style="list-style-type: none"> • A Work Plan (Statement of Work) 	<p>This is required for all grant applications. Specific requirements will vary by program.</p> <p>General guidance for work plans is provided in a separate guidance document.</p>
<ul style="list-style-type: none"> • A Detailed Budget with a Budget Narrative 	<p>This is required and should be included with the work plan.</p> <p>Guidance for Detailed Budgets and Budget Narratives is provided in a separate document.</p>
<ul style="list-style-type: none"> • Indirect Cost Rate Documentation 	<p>If your proposed budget includes indirect costs, you may be asked for additional information about your proposed or approved rate agreement.</p>



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- Additional Materials

The Region 10 Grants Administration Office and/or the program you are applying to may request the inclusion of additional information, as needed.

Submitting an Application Package

Please! Do not submit incomplete application packages unless specifically requested to do so for pre-application review. Incomplete packages will extend the application review time and may result in a delay in awarding the grant.

Note: If you are submitting an application for a continuation of a current assistance agreement for an Environmental Program under 40 CFR Part 35 Sub-parts A or B, your application must be submitted prior to the end of the current budget period in order for costs incurred from the end of the budget period to the date of award of a continuation grant to be allowable for Federal participation.

Options for Submitting an Application Package

Unless instructed otherwise in a Solicitation, Request For Proposal
Or by an EPA Project Officer:

Hard Copy Mailing

Submit your completed application package (original plus one copy) to:

U. S. Environmental Protection Agency
Grants Administration Unit, OMP-145
1200 Sixth Avenue, Suite 900
Seattle, Washington 98101

Email

Send to: grants.r10@epa.gov

PDF documents are preferred. Please make sure all documents are signed and dated, as appropriate.

Grants.gov portal

Any EPA grant can be applied for using this portal. Some programs require the use of it. Please be aware of the requirements.

<http://www.grants.gov>



Region 10 Grants Management Guidance

Section 3: Work Plans

The Work Plan is a detailed narrative description of your project, including the various tasks involved and how you intend to accomplish them. Your Work Plan and Detailed Budget are linked, so the Work Plan should show how the budgeted items relate to the project tasks - how they will be used, and why they are needed.

Currently there is no standard format for Work Plans. However, the grant program you are applying to may have its own requirements for Work Plan elements and formatting. Please contact them or consult any solicitation information they provide for details about any program specific requirements.

Here are some guidelines applicable to all Work Plans:

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|---|--|
| <ul style="list-style-type: none"> Write clear and concise work plan elements. | <ul style="list-style-type: none"> State expected products, outputs and outcomes for tasks, goal, and objectives, as appropriate. |
| <ul style="list-style-type: none"> Break down objectives into logical, consecutive, clearly stated tasks or steps. | <ul style="list-style-type: none"> Link personnel, equipment, and other budget costs from your Detailed Budget to the tasks/objectives listed in the work plan. |
| <ul style="list-style-type: none"> Identify how each task will be accomplished. | <ul style="list-style-type: none"> Provide estimated time frames to accomplish the tasks. |

If you are applying for an Assistance Agreement for any of the programs subject to 40 CFR Part 35, Sub-parts A & B, your Work Plans must address these five elements:

- | | |
|---|---|
| 1. A detailed description of Work Plan components to be funded under the agreement. | 2. Estimated work years or Full Time Equivalents (FTEs) and funding amounts for each Work Plan component. |
| 3. Work Plan commitments for each Work Plan component and time frames for their accomplishment. | 4. A performance evaluation process and reporting schedule in accordance with Part 35. |
| 5. The roles and responsibilities of recipient and EPA in carrying out work plan commitments | |



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Note to State applicants applying for grants under Part 35 Sub-part A:

If you are working under a Performance Partnership Agreement (PPA) you may use that agreement, or a portion of it, as the Work Plan for any grants covered under 40 CFR Part 35 Sub-part A, provided the portions of the PPA that you are using:

1. Are clearly identified and distinguished from other portions of the PPA; and
2. Meet the Work Plan requirements stated above. (See: 40 CFR Part 35.107(c))



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Section 4: Requirements for Work Plan Detailed Budgets

- A Detailed Budget is a required part of your complete application package. It goes hand-in-hand with your Work Plan, which should discuss the need for each budgeted item.
- It will also provide the essential budget information needed for the Budget Information, Standard Form 424A, which is part of your application.
- Without a Detailed Budget, EPA will not be able to adequately review your grant proposal and your application will be rejected.

How Much Detail is Enough?

Please include information that shows how you arrived at your estimated costs, i.e. what is the basis for your calculations? At a minimum, your detailed budget must follow these criteria, using these budget categories:

- Personnel - List all staff positions for the project by title. Give annual salary or hourly rate, percentage of time or number of hours allotted to the project, and total cost for the project period. The total for this category will be entered on Standard Form 424A, Section B, Line 6.a.
- Fringe Benefits - Identify the percentage used for your calculation, the basis for its computation, and what benefits are included. This amount will be entered on Standard Form 424A, Section B, Line 6.b.
- Travel - Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers. Specify the mileage, per diem, and other costs for each type of travel, such as lodging, common carrier transportation, etc. If each trip cannot be itemized out, describe how you arrived at your budgeted costs. For example: "Travel costs are based on last year's actual costs for the same work tasks. This year's travel effort is estimated to be the same." This amount will be entered on Standard Form 424A, Section B, Line 6.c.
- Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR 31.3 and 30.2. If applicable, indicate why it is more economical to purchase rather than lease. This amount will be entered on Standard Form 424A, Section B, Line 6.d.
- Supplies - "Supplies" means all tangible personal property, other than "equipment". The detailed budget should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies), and their cost. This amount will be entered on Standard Form 424A, Section B, Line 6.e.



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- **Contractual** - Identify each proposed contract and specify its purpose and estimated cost. Provide information on how the estimates were arrived at. This amount will be entered on Standard Form 424A, Section B, Line 6.f. NOTE: Applicants should review EPA's regulations concerning procurement and the need to provide justification for sole source agreements and documentation concerning cost-price analysis for contracts and other agreements.

If your project requires the hiring of **consultants**, the maximum allowable consultant rate cannot exceed the maximum daily rate for a Level IV of the Executive Schedule, adjusted annually. As of January 1, 2010, the limit is \$596.00 per day and \$74.50 per hour. This excludes overhead, travel, and subsistence costs for travel. To find the most current annual rate go to: [OPM Executive Schedule](#). Your detailed budget MUST show the hourly or daily rate you are proposing (for example: consultant 24 hours X \$60.00 per hour = \$1440)

- **Other** - Include items here which do not fit in the other specific budget categories. List each item separately and provide sufficient detail for EPA to determine the reasonableness and allowability of its cost. This amount will be entered on Standard Form 424A, Section B, Line 6.h.
- **Indirect Charges** - If indirect charges are budgeted, indicate the approved rate and base. Show the calculations. This amount will be entered on Standard Form 424A, Section B, Line 6.j.

Some Helpful Tips:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Check ALL calculations for accuracy. | <ul style="list-style-type: none"> • Be sure the Budget Categories you use on the detailed budget match those on the Standard Form 424A. If not, your application will be returned for correction. <p>The reviewers of grant applications will not re-write detailed budgets to conform to these categories.</p> |
| <ul style="list-style-type: none"> • The detailed budget cost categories must include the amount being requested from EPA plus any required or voluntary cost share/match. The cost categories on the Standard Form 424A must reflect this, as well. | <ul style="list-style-type: none"> • IMPORTANT information on <u>Program Income</u> - If you anticipate earning program income as a result of your EPA award, show the estimated amount, explain how it is to be earned, AND if you would like to use the program income on this project, be sure to include the amount in your detailed budget. |
| <ul style="list-style-type: none"> • At the conclusion of your detailed budget, be sure to show the Total Project Cost. | <ul style="list-style-type: none"> • If items that are generally considered to be indirect costs are included as direct costs (such as rent, utilities, office supplies) please explain why they are being charged as direct costs. |



Region 10 Grants Management Guidance

Section 5: Amending an Existing Grant

Extending the original approved project period:

For many reasons, you may want to extend the length of your project. For most grant recipients, this requires a formal amendment to your grant agreement. To initiate the amendment, please contact your EPA Project Officer with a brief request in writing (email is fine). You may want to discuss the extension with your Project Officer first, to determine how much of an extension to request. Once the details have been settled, you should follow up with the request in writing. Your request must include a justification for the extension.

The request should be received in the Region 10 Grants Administration Unit at least 30 days prior to the end of the original project period. After the request is approved and processed, an amendment will be issued to your organization.

A major change to the original approved project work plan and/or budget:

Once your project is underway, you may want to make modifications to your original work plan, or to reallocate of funds between budget categories. Such changes do not require a formal amendment if they are minor. Before making the changes, you should consult your EPA Project Officer to determine if they are significant enough to require an amendment.

If they are, you will be asked to provide documentation for the requested change, which may include a revised work plan and revised budget information. Following approval and processing, an amendment will be issued.

A request for additional funding (Supplemental Funding Amendment):

The purpose of a Supplemental Funding Amendment is to request additional funding to increase the budget of a project beyond the amount already approved. Such changes are usually, but not always, accompanied by an expansion of the original work plan and an extension to the approved project period.

In practical terms this means applying for additional funds, and requires your organization to submit an application package just as it did when first applying for the grant. The following are required for all Supplemental Funding Amendments:

Application for Federal Assistance
(SF-424)

The application should be only for the ADDITIONAL amount you are requesting. DO NOT include amounts already awarded.

If you are also requesting an extension to the project period, please enter the revised end date in section 13.



Region 10 Grants Management Guidance

Budget Information (SF-424A)

The budget information should show how the **ADDITIONAL** funding you are requesting is allocated to the various budget categories.

The totals in the right hand column of section B should reflect only the amount you are requesting now.

The above forms can be found at <http://www.epa.gov/ogd/AppKit/application.htm>

Work Plan Detailed Budget

Create a detailed budget which corresponds only to the **ADDITIONAL** amount you are requesting now.

If you wish to include summary data from the previously funded budget for clarification purposes, you may do so. But please clearly distinguish between what you are adding to the budget with this amendment and what came before. Budget revisions should provide as much information as your initial Detailed Budget.

Your Supplemental Funding Amendment application package may also require revisions to your original or previous work plan. Depending on the scope of the changes to your project, a complete re-writing of the work plan may not be needed. Instead, you may provide revisions to only the portions being changed. Work with your EPA Project Officer and Grant Specialist to determine what is appropriate.

Supplemental Funding Amendments take more time to review and process than other types of amendments. Typically, a minimum of 60 days is required from receipt of the application package until the award is issued. Please plan accordingly.

A Reminder –

All amendments represent a change to the formal agreement between your organization and EPA. Please have it signed by the authorized official and return it to EPA Region 10 as instructed.



Region 10 Grants Management Guidance

Section 6: Post-Award Grants Management Requirements

- Read your grant agreement, including the Administrative and Programmatic terms and conditions. There are a number of Administrative terms and conditions that are binding on your organization as a grant recipient. Some may require some action on your part during the term of the grant agreement. Please be aware of what is required.
- Sign and return the grant agreement. This is required before grant funds can be released to you. Follow the instructions included with the agreement. Failure to return the signed grant agreement in a timely manner may result the award being withdrawn.

Post-Award Administrative Reporting

There is one administrative reporting requirement common to all active EPA grants:

Small and Disadvantaged
Business Utilization
(MBE/WBE) Reporting

Reporting terms differ, depending on your grant.
Consult the terms and conditions of your grant
agreement.

[Information about this program and links to reporting forms](#)

Mail to:

Greg Luchey
US EPA, Region 10
1200 Sixth Avenue, Suite 900
Mail Code: OMP-145
Seattle, WA 98101

Or FAX to: (206) 553- 4957

Depending on your grant agreement, there may be other administrative reporting requirements.
Please carefully read the terms and conditions of your agreement.

Post-Award Programmatic Reporting

Programmatic reporting requirements will vary, depending on the EPA program funding your grant. Please read the programmatic terms and conditions included with your agreement to be aware of what is required.

One requirement that is common to all grants is performance reporting. These may be required quarterly, semi-annually or annually. A final report may also be required.

Please direct any questions about programmatic requirements to your EPA Project Officer.



Region 10 Grants Management Guidance

Section 7: Closing Out Your Grant

Your grant expires at the end of the approved budget and project periods. To close out your grant, you are required to submit all financial, performance and other required reports within 90 days of expiration.

During the close out period you should ensure that all administrative and program requirements have been met. Please refer to your original assistance agreement, and all subsequent amendments, for applicable terms and conditions.

During the close out period you may also make final draw downs from grant funds, and liquidate any remaining expenses pertaining to your project.

Please Note:

All work paid for with grant funds must be concluded by the end of the budget and project periods. You may not incur any expenses beyond the approved period of the grant agreement.

The Following are Required to Close Out Your Grant

Federal Financial Report (FFR) – Standard Form 425 (SF- 425)

As of October 1, 2009, the FFR (SF-425) replaced the Financial Status Reports SF-269 and 269A.

Requirement	Where to Find the Form	Where to Send the Form
<p>The final FFR for your grant is due 90 days after the expiration of the grant agreement.</p> <p>All fields on the FFR need to be filled out except for 10a, 10b and 10c.</p>	<p>EPA Financial Services</p>	<p>US EPA, LVFC, 4220 South Maryland Pkwy, Bldg. C, Room 503 Las Vegas, NV 89119</p> <p>Or electronically via email to lvfc-grants@epa.gov</p> <p>Or FAX to: 702-798-2423.</p>



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Small and Disadvantaged Business Utilization Report (MBE/WBE)

Requirement	Where to Find the Form	Where to Send the Form
<p>A Small and Disadvantaged Business Utilization Report for your grant agreement is due at the time of close out.</p> <p>Depending on the type and length of your grant, this may be the last in a series of semi-annual or annual reports, or the only report you will file. Please refer to the administrative terms and conditions for your grant.</p> <p>You must file a report even if you made no procurements during the reporting period.</p> <p>You must file a final report even if you have not completed a reporting period.</p>	<p>For reporting form and more information please see EPA's DBE Program</p>	<p>Greg Luchey US EPA, Region 10 1200 Sixth Avenue, Suite 900 Mail Code: OMP-145 Seattle, WA 98101</p> <p>Or FAX to: (206) 553- 4957.</p>

In addition to the above, there may be other administrative requirements for close out. Check the administrative terms and conditions on your original award agreement and subsequent amendments. If you have any questions, please contact the Grant Specialist shown on your grant agreement.

Programmatic Close Out Requirements

Programmatic close out requirements vary depending on the EPA program funding your project. Please read the programmatic terms and conditions included with your agreement to be aware of what is required.

One requirement common to all grants is for performance reporting. Besides being required quarterly, semi-annually or annually, a final report may also be required to close out the grant agreement.

Please direct any questions about programmatic close out requirements to your EPA Project Officer.



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Section 8: Access to Grant Funds

All recipients must be enrolled to receive funds electronically via the EPA-EFT Payment Process. This electronic funds transfer process was initiated by EPA in response to the Debt Collection Improvement Act of 1996, P.L. 104-134 that requires all federal payments be made via Direct Deposit/Electronic Funds Transfer (DD/EFT). By signing the assistance agreement you are agreeing to receive payment electronically.

In order to receive payments electronically, the ACH Vendor/ Miscellaneous Payment Enrollment Form (SF3881) must be completed and faxed to Marge Pumphrey at (702) 798-2423.

Required forms

After reviewing and processing the SF3881, the Las Vegas Finance Center (LVFC) will send you a letter assigning you an EFT Control Number, an EPA-EFT Recipient's Manual, and the necessary forms for requesting funds and reporting purposes.

Any recipient currently using the Automated Standard Application for Payments (ASAP) system with another government agency should contact Marge Pumphrey at (702) 798-2492 or e-mail to: pumphrey.margaret@epa.gov.

Under any of the above payment mechanisms, recipients may request/draw down advances for their immediate cash needs, provided the recipient meets the requirements of 40 CFR 30.22(b) or 40 CFR 31.21(c), as applicable. Additionally, recipients must liquidate all obligations incurred within 90 calendar days of the project period end date. Therefore, recipients must submit the final request for payment, and refund to EPA any balance of unobligated cash advanced within 90 calendar days after the end of the project period.

If you need further assistance regarding enrollment, please contact Marge Pumphrey at the phone number or e-mail address shown above.

Note:

- Recipients of "Infrastructure Grants" and certain Superfund Cooperative Agreements should refer to the terms and conditions of their award documents for additional instructions.
- Recipients of assistance agreements subject to restrictive payment procedures (such as "High Risk") should refer to the terms and conditions of their award documents.